



ENERGY SPECIALIST

(Full-Time/Open Opportunity)

January 19, 2007

SALARY: \$2,777.88 - \$3376.53(approximate monthly salary)

FINAL FILING DATE: Application materials must be received by the Human Resources Division not later than 5:00 p.m. on February 2, 2006. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. www.lodi.gov

THE POSITION: Receives direction from the Energy Conservation Manager in the performance of a variety of tasks involved in implementing energy conservation programs; to perform a variety of energy awareness and conservation duties including: conducting comprehensive on-site energy audits and inspections of equipment and energy saving measures installed in commercial, industrial and residential buildings. Perform field visits to analyze customer's energy utilization, consumption, cost allocation and equipment efficiency; Interpret various data sources to provide customer with information regarding their operating efficiency, equipment performance and energy management; Utilize computer spreadsheet and word processing programs and various energy management software programs to produce customer reports; Assist in the preparation, coordination and presentation of information to community groups on energy conservation; Provide information to customers regarding rebates available and program eligibility standards and procedures; Assist customers in completing and reviewing the appropriate forms; Performs a variety of responsible clerical work in support of the energy conservation programs including in person and telephone, typing, preparation, duplication, assembly and distribution of documents, mail processing, bill paying, photocopying, and related tasks; Assist in the development and implementation of new programs and services; work with various vendors and contractors; process rebate forms, from public and contractors for reimbursement in accordance with the guidelines of the appropriate public benefits program; maintain various databases in monitoring public benefit programs; assist in providing information and annual reports to various State and Federal agencies; maintains a variety of energy conservation related files and filing systems; organize and distribute various education program materials; operates personal computer, related software and peripheral equipment; performs related duties as required. Knowledge of: residential and commercial building energy analysis methods; basic math computations and recordkeeping procedures; applicable policies, procedures and codes; customer service, customer billing and conflict resolution techniques; modern office practices, including the operation of personal computer, related software and peripheral equipment. Ability to: analyze and comprehend information related to energy conservation use, equipment and efficiencies; interpret energy use data; apply theoretical information to practical energy conservation measures; install and operate electronic test equipment and interpret recorded readings; establish and maintain cooperative and effective relationships with those contacted during the course of work; work with minimal supervision; prepare a variety of written reports, records, and correspondence; assist in the administration of various public benefit programs; use and operate centralized telephone equipment, personal computer, related software and peripheral equipment;

MINIMUM QUALIFICATIONS: Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of responsible customer service experience which has provided a basic knowledge of billing and auditing or a minimum of one (1) year performing energy audits of residential and/or commercial facilities.

Education: Equivalent to completion of high school.

LICENSES AND CERTIFICATES: Possession of a valid Driver's License (class C) issued from the California Department of Motor Vehicles and must obtain certification as an Energy Auditor issued by the California Energy Commission (CEC) within one year of appointment.

TESTING PROCESS: Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. Eligible list last approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history has part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

